



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-ZA

3 SEP 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #24, Lost Access Media Documents

1. This policy letter establishes the procedures for reporting Lost Access Media documents (to include CAC Cards, Post Passes, Post access Decals, and Ration Cards) and obtaining new identification documents after they have been reported lost.
2. This policy applies to all U.S. Armed forces personnel, Retirees, DA Civilians, Contractors and Family Members of all the proceeding, who are assigned, attached to, visiting, or residing in USAG Daegu. This policy also applies to all Korean National Employees, vendors, and guests. Supplementation by subordinate commanders is prohibited unless specifically approved by the Commander, USAG Daegu.
3. Personnel who lose their Access Media documents will immediately report the loss to the Military Police. The individual will obtain a memorandum stating the individual who lost access media has been counseled from their first O-5/GS-14 in their chain of command for signature. After the O-5/GS-14 has counseled the individual and signed the memorandum, it will be presented to the military police to be stamped verifying that a report was made.
4. The stamped memorandum will then be taken to the appropriate agency for replacement of the lost Access Media Documents. For visitors, security guards, and other DES employees the Director of Emergency Services may sign the memorandum.
5. Any questions regarding this policy should be addressed to the Commander, USAG Daegu, Law & Order Officer, DSN 768-7387/7451.


JIM M. BRADFORD
COL, IN
Commanding

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